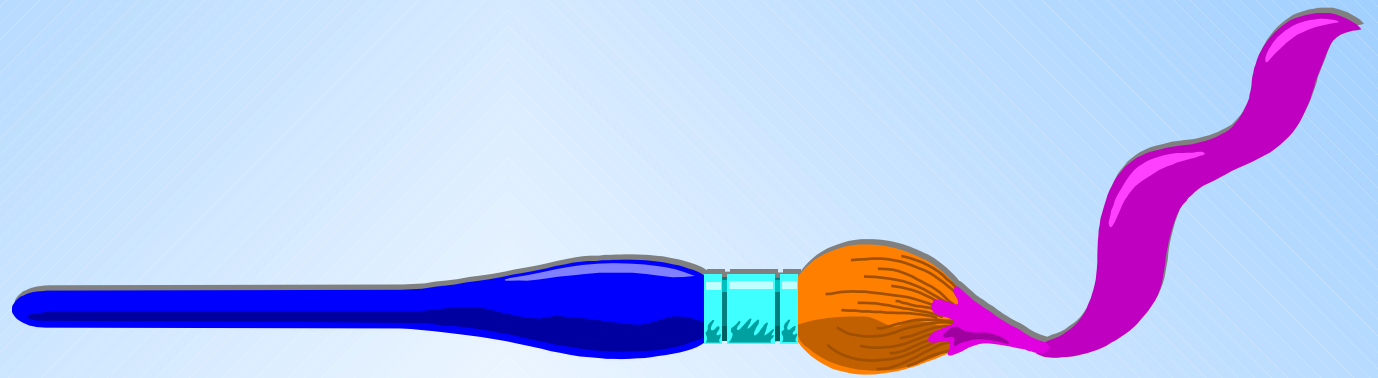




Career Planning Preparing your Resume

Prepared by:
Commander, Navy Region Northwest
Human Resources Office (N01CP22)
1101 Tautog Circle, Room 201
Silverdale, WA 98315-1088



Creating a Masterpiece

Resumes
that Work !!

Resume Content

- **Name, SSN**
- **Address**
- **Phone Number**
- **E-mail Address**
- **Experience**
- **Education**
- **Training**
- **License/Certificates/Awards**
- **Military Service Information**
- **Other Information, e.g., language proficiency, etc.**

Descriptive Words and Phrases

- Be specific.
- Traits and attitudes.
- Do not include jargons and acronyms specific to your profession.
- Use enough descriptive words and phrases to illustrate your knowledge, skills, and abilities.

Description of Duties

- All major tasks and accomplishments
- Any office automation/computer software programs or hardware used
- Any regulations, directives, technical orders, instructions, etc.
- Any specialized equipment used
- Any special programs managed

Description of Duties **(cont'd)**

- Use concrete words rather than vague descriptions (“managed a team of software experts” rather than “responsible for managing”).
- Write in simple sentences.
- Do not depend on the use of shop number or position title to explain your experience.

Description Of Duties

(cont'd)

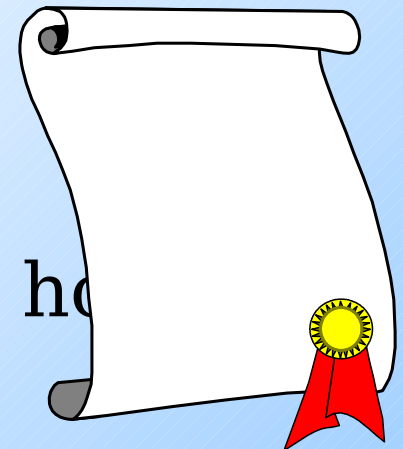
Repair and test electrical rotating equipment and associated controls. Manufacture, repair fabricate, or alter switchboards, controllers, regulators, circuit breakers, panels.

Possess and use knowledge of electrical theory and specific trade practices. Obtain necessary equipment, blueprints, and engineering instructions to perform jobs.

Act as lead mechanic on jobs and provide direction to apprentices, workers and helpers.

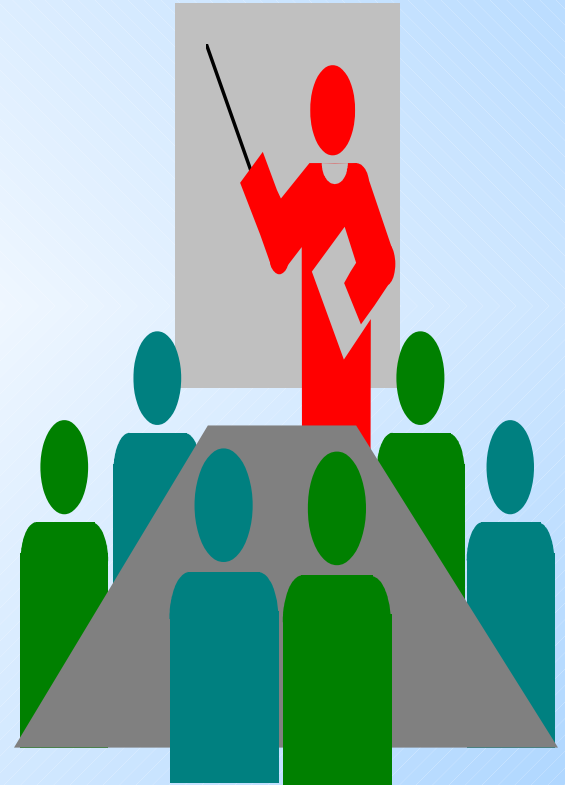
Formal Education

- High school:
 - Name
 - Year of graduation or receipt of GED
- College or University:
 - School name and address
 - Major field of study
 - Year of degree
 - Number of semester/quarter hours



Training

- Completed courses that are relevant to your career goals
- Do not include courses more than once
- Include
 - Dates of training
 - Number of classroom hours
 - Completion date



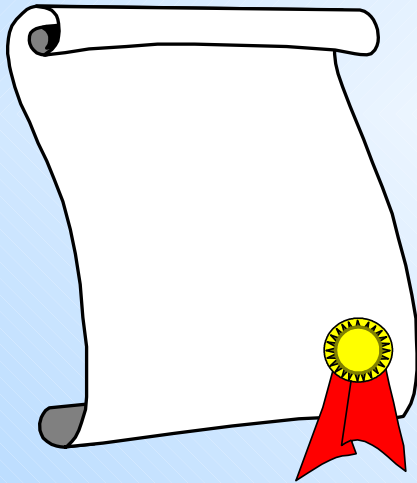
Performance and Awards



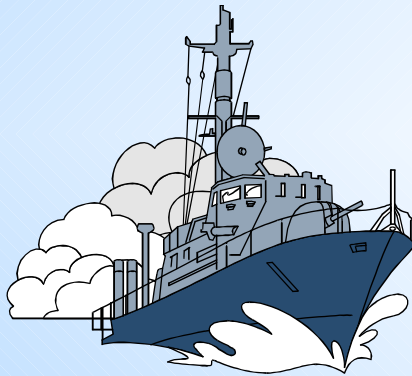
- Last 4 years of performance ratings
- Recent awards that are job related such as Special Act Awards and group awards

Certificates and Licenses

- Certificates
 - Date of issue
- Licenses
 - State of issue
 - Date of issue
 - Expiration date



Military Service Information



- Dates of service
- Campaign
badges/expeditionary medals
- Type of discharge
- Rank and date of retirement

Tips for a masterpiece...



- Plan your Resume.
- Use Navy's on-line resume builder (www.donhr.navy.mil)
- Create one "master" resume that reflects your total work history/training.
- Assume your resume is the only tool to "market" yourself.
- "Re-use" resume on file with "Application Express" (don't reinvent the wheel)



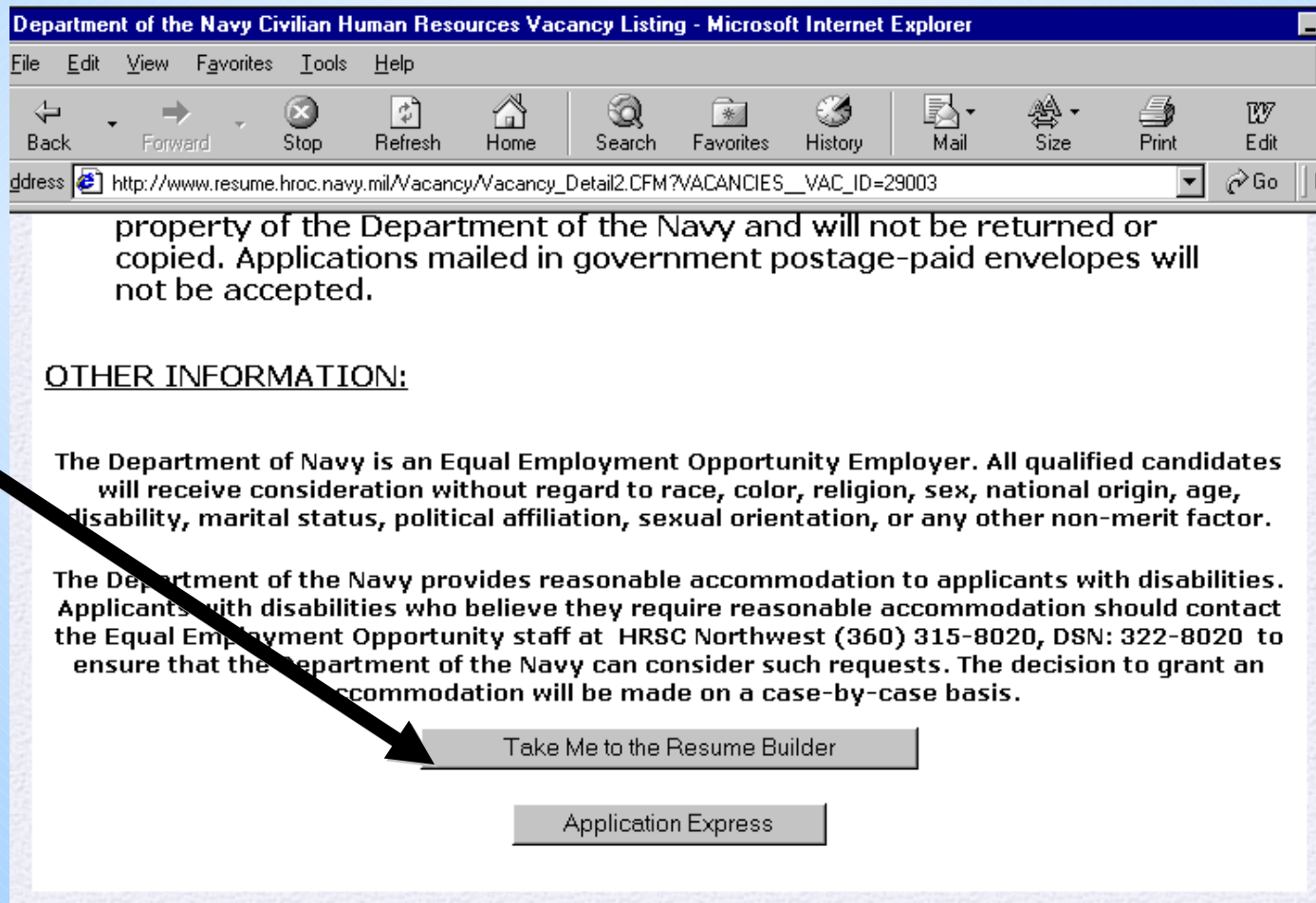
Using Resume Builder

- Resume Builder Features
 - **Password protected**
 - **Password e-mailed**
 - **Save and retrieve**
 - **Info protection during transmission**
 - **Immediate confirmation**
 - **E-mailed to you**
 - **Passwords can be retrieved (although not immediately) by going to the donhr home page and clicking on "Contact Us" button**



Using Resume Builder

- Resume Builder
 - Button located at the bottom of the announcement





Using Resume Builder

Start | Inbox - Microsoft Outlook | Resume Builder - Pas... | Microsoft PowerPoint - [Pr... | 9:01 AM

Resume Builder - Password Required - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit

Address <https://www.resume.hroc.navy.mil/reslogin/reslogin.asp> Go Links

NEW USERS - CREATE A NEW ACCOUNT HERE

If you do not have a password-protected user account:

[Click here to create a new account](#)

LOGIN HERE (New users must create account first)

If you already have a password-protected user account, please fill in the blocks below to retrieve your resume:

Your Social Security Number:
(no dashes - e.g., 123456789)

Input your builder account password :
NOTE: passwords are case sensitive

[Enter SSN/Password and Click here to login](#)

RETRIEVE PASSWORD HERE

Did you forget your password?

Done Internet

RED BLOCK ALERT

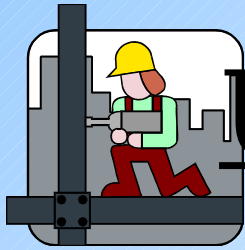
Need to complete
the items which are in red

Starting with:

Hiring Eligibility

Personal Info

ending with: Additional Info



Using Resume Builder

https://www.resume.hroc.navy.mil/resume_asp/resume3.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Address Links

Search X

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[More...](#)

Find a Web page containing

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Enter the following information beginning with your most recent paid or volunteer work experience. Please list those experiences that are relevant to the kinds of positions you wish to be considered. There is space to include up to six (6) different positions.

(1)

Employed From: (Format: mm-yyyy) To: (Format: mm-yyyy)

Average Number of Hours Worked per Week:

Position Title:

If Federal civilian position:

Pay Plan: Series: Grade:

If promoted in this position, what was the date of the last promotion?
(Format: mm-yyyy)

Are you a temporary employee?

Are you on a temporary promotion?

If non-Federal civilian position: Salary: \$. per

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Using Resume Builder

https://www.resume.hroc.navy.mil/resume_asp/resume3.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Address Links

Search x

New >>

Choose a c

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☐ Find a

[More...](#)

Find a Web page containing

Brought to you by MSN Search

©2000 Microsoft Corporation.

Agency or Company Name:

Mailing Address:

Supervisor Name: **Phone Number:**

May we contact this supervisor? Yes/No

Description of Duties/Accomplishments:  (Please use the ENTER key for line and paragraph breaks. Insert a blank line after every 20 typed lines. Use TAB to jump to the next field. You are limited to approximately 7700 characters.)

(2)

Employed From: (Format: mm-yyyy) **To:** (Format: mm-yyyy)

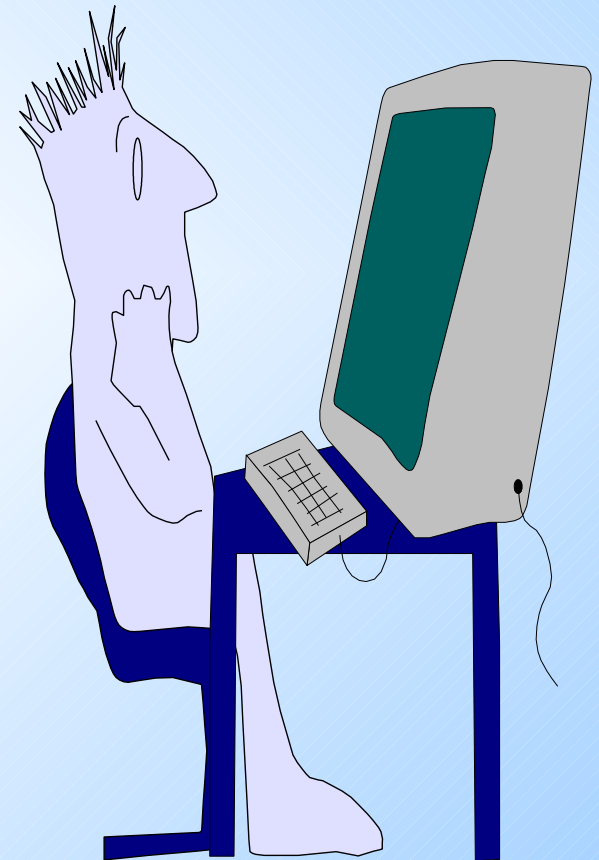
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Additional Data Sheet

- Asks about your:
 - Willingness to take temporary/part time positions
 - Availability for work-related travel
 - Veteran's preference
 - Highest civilian grade level held
 - Lowest grade/salary willing to accept
 - Hiring authorities
 - Geographic preferences
 - EEO information (voluntary)

Resume Builder Format

- Follow sample resume format.
- Must be typed
- Please limit to 5 pages



More tips for Resume Builder



- Avoid graphics, boxes, and symbols like *&% \$@#
- Avoid underlining and shadows
- Connect dates horizontally, not vertically
- Use parenthesis around telephone area codes
- Do not use “bullets”

Selling your Masterpiece

- Read, read, read the announcement
- Follow instructions!!!
- Submit all requested forms or information
- Do not attach documents unless requested



Questions?